

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B9400321

PRINT DATE: 03/21/19

PAGE: 01

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:

AJ STATIONERS INC
6810 DEERPATH ROAD
SUITE 425
ELKRIDGE, MD
(410)360-4900

21075

REFER QUESTIONS TO:

IRIS LESTER BELL
(410)767-4612
IRIS.LESTER@MARYLAND.GOV

ITB:

EXPR DATE: 02/29/20
POST DATE: 02/22/19

DISCOUNT TERMS: .
CONTRACT AMOUNT:

NET 30 DAY
.00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

VENDOR TELEPHONE NUMBER: (410) 360-4900

VENDOR TO SUPPLY OFFICE SUPPLIES AND CALENDARS FOR STATE OF MARYLAND AGENCIES, LOCAL GOVERNMENTS AND OTHER ENTITIES AUTHORIZED BY LAW TO PURCHASE UNDER THE CONTRACT ACCORDING TO THE MASTER AGREEMENT METRO OFFICE SOLUTIONS FOR OFFICE SUPPLIES CONTRACT NO. R141701 AND THE STATE OF MARYLAND THROUGH EPIC AND NIPA.

THIS IS A STATEWIDE CONTRACT FOR OFFICE SUPPLIES.

. THIS IS (1) OF (2) OPTIONS.

CONTRACT PERIOD: FEBRUARY 26, 2019 THROUGH FEBRUARY 29, 2020
WITH ONE (1), ONE (1) YEAR RENEWAL OPTION.

CONTRACT RESTRICTIONS: VENDOR MAY NOT PROVIDE ANY PRODUCTS THAT ARE ALREADY BEING SUPPLIED UNDER A CURRENT BLANKET CONTRACT WITH THE DEPARTMENT OF GENERAL SERVICES. ONCE THOSE CONTRACTS EXPIRE INCLUDING ANY RENEWAL OPTIONS, AJ STATIONERS MAY THEN SUPPLY THESE PRODUCTS AT THE DISCOUNTED PRICES AS INDICATED UNDER THIS AGREEMENT OF 26.48% DISCOUNT BELOW OPEN MARKET PRICES.

THIS CONTRACT IS SUBJECT TO THE ATTACHED TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000.

CHANGES

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B9400321

PRINT DATE: 03/21/19

PAGE: 02

TERMS (cont'd):

- A. THE STATE AND AJ STATIONERS HAVE AGREED TO INCORPORATE THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000. IN THE EVENT OF A CONFLICT BETWEEN THE ATTACHED MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 AND THE TERMS AND CONDITIONS OF THE WSCA OFFICE SUPPLIES CONTRACT NO. PA5738, THE TERMS OF THE MARYLAND TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000 WILL TAKE PRECEDENCE OVER TERMS CONTAINED IN WSCA CONTRACT, NUMBER PA5738.

CONTRACTOR SHALL PROVIDE A QUARTERLY ELECTRONIC CONTRACT USAGE REPORT IN EXCEL FORMAT TO THE DGS PROCUREMENT OFFICER AND THE SUSTAINABILITY OFFICER, JAMES LEY AT JAMES.LEY@MARYLAND.GOV THE REPORT SHALL INCLUDE AT A MINIMUM:

- . INDENTIFICATION OF THE AGENCIES USING THE CONTRACT.
- . TOTAL COST OF ALL INVOICED PURCHASES FOR EACH STATE AGENCY
- . ITEMIZED LIST, AND TOTAL COST BY STATE AGENCY, OF INVOICED PURCHASES THAT ARE MADE FROM RECYLED CONTENT, INCLUDING THE RECYCLED CONTENT PERCENTAGE BY WEIGHT.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE REUSABLE AND/OR MADE OF RECYCLED, RECYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

WHEREAS, THE CONTRACT IS IN EFFECT THROUGH THE CURRENT CONTRACT TERM AS DEFINED ABOVE; AND NOW THEREFORE, FOR GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, THE PARTIES DO HEREBY AGREE TO THE CONTRACT AS FOLLOWS:

PROCESSING FEE

1.
CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS, ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACTS UNIT PRICES.

2.
THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309 BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B9400321

PRINT DATE: 03/21/19

PAGE: 03

TERMS (cont'd):

USAGE REPORT SHALL ALSO BE EMAILED TO PROCUREMENT SUPERVISOR
TONIA.WELLS@MARYLAND.GOV AND A. EBONY SALAKO AT
AWAWU.SALAKO@MARYLAND.GOV

3.

FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE
OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENT MAY RESULT
IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT
INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT
ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR
SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT
UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED
ANNUAL VALUE, WHICH EVER IS HIGHER.

ADDITIONAL TERMS AND CONDITIONS:

RELEASE SHALL BE MADE AS REQUESTED BY THE USING AUTHORITY ON AN AS
NEEDED BASIS. ALL ORDERS ARE TO BE RELEASED UPON RECEIPT OF A VALID
DEPARTMENT PURCHASE ORDER OR BY USE OF THE DEPARTMENT CORPORATE
CREDIT CARD.

CONTRACT SHALL REMAIN IN EFFECT FOR THE TIME PERIOD SPECIFIED UNLESS
THE CONTRACT IS TERMINATED BY THE STATE. THE STATE MAY TERMINATE ANY
CONTRACT WITHOUT SHOWING CAUSE UPON THIRTY (30) DAYS WRITTEN NOTICE
TO THE CONTRACTOR.

THE CONTRACTOR WARRANTS THAT THE CONTRACTOR SHALL COMPLY WITH COMAR
21.11.08 DRUG AND ALCOHOL FREE WORKPLACE, AND THAT THE CONTRACTOR
SHALL REMAIN IN COMPLIANCE THROUGHOUT THE TERM OF THIS CONTRACT.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>		
0001	61502-000001	EA			
OFFICE SUPPLIES, MISCELLANEOUS					
<hr/>					
0002	61519-RP4163	EA			

REFILLS, PREMIER FILLER, STANDARD TWO PAGE-PER-DAY FORMAT, WHITE

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B9400321

PRINT DATE: 03/21/19

PAGE: 04

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
---------------	----------------------	------------	------------------	--

OPAQUE PAPER WITH BLUE/GRAY COLOR COMBINATION FOR SCHEDULING.

SIZE: 4-1/4 X 6-3/4" PAGE. FORMAT:

*OCTOBER - SEPTEMBER	-KEITH CLARK AT A GLANCE NO. P93-10-96
	FRANKLIN QUEST NO. 12593
*JANUARY - DECEMBER	-KEITH CLARK AT A GLANCE NO. P90-10-97
	FRANKLIN QUEST NO. 12590
*APRIL - MARCH	-KEITH CLARK AT A GLANCE NO. P91-10-97
	FRANKLIN QUEST NO. 12591
*JULY - JUNE	-KEITH CLARK AT A GLANCE NO. P92-10-97
	FRANKLIN QUEST NO. 12592

** NOTE **

MUST STATE QUARTER WHEN ORDERING.

REFILLS, ORIGINAL AT-A-GLANCE/DAYRUNNER FILLER, STANDARD TWO PAGE-PER-DAY FORMANT, WHITE OPAQUE PAPER WITH LIGHT GREEN COLOR COMBINATION FOR SCHEDULING. SIZE: 6-3/4 X 3 3/4 PAGE. FORMAT:
JANUARY 17 - DECEMBER 17

PRODUCT #: DRN35414AJ

0003	61519-RP5585	EA
------	--------------	----

REFILLS, PREMIER FILLER, STANDARD TWO PAGE-PER-DAY FORMAT, WHITE OPAQUE PAPER WITH BLUE/GRAY COLOR COMBINATION FOR SCHEDULING.

SIZE: 5-1/2 X 8-1/2" PAGE. FORMAT:

*OCTOBER - SEPTEMBER	-KEITH CLARK AT A GLANCE NO. C93-10-96
	FRANKLIN QUEST NO. 12597
*JANUARY - DECEMBER	-KEITH CLARK AT A GLANCE NO. C90-10-97
	FRANKLIN QUEST NO. 12594
*APRIL - MARCH	-KEITH CLARK AT A GLANCE NO. C91-10-97
	FRANKLIN QUEST NO. 12595
*JULY - JUNE	-KEITH CLARK AT A GLANCE NO. C92-10-97
	FRANKLIN QUEST NO. 12596

** NOTE **

MUST STATE QUARTER WHEN ORDERING.

REFILLS, AT-A-GLANCE/DAYRUNNER CLASSIC FILLER, STANDARD TWO PAGE-PER-DAY FORMAT, WHITE OPAQUE PAPER WITH LIGHT GREEN COLOR COMBINATION FOR SCHEDULING. SIZE: 5 1/2 X 8 1/2 PAGE. FORMAT:
JANUARY 17 - DECEMBER 17

PRODUCT #: DRN481225AJ

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B9400321

PRINT DATE: 03/21/19

PAGE: 05

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
---------------	----------------------	------------	------------------	--

0004	61519-RP8511	EA		
------	--------------	----	--	--

REFILLS, PREMIER FILLER, STANDARD TWO PAGE-PER-DAY FORMAT, 8-1/2" X 11" PAGE

REFILLS, AT-A-GLANCE/DAYRUNNER CLASSIC FILLER, STANDARD TWO
PAGE-PER-DAY FORMAT, WHITE OPAQUE PAPER WITH LIGHT GREEN COLOR
COMBINATION FOR SCHEDULING. SIZE: 8 1/2 X 11 PAGE. FORMAT:
JANUARY 17 - DECEMBER 17

PRODUCT #: DRN491225AJ

0005	61519-110722-R	EA		
------	----------------	----	--	--

DESK CALENDAR, RECYCLED MATERIAL, MONTHLY FORMAT, JANUARY THRU
DECEMBER. 17 X 22" VINYL HEADBAND AND CORNERS, EYELETS FOR HANGING.
BISM B1-DESCALMD NO SUBSTITUTE.
PRODUCT # AAGSK2400AJ

0006	61519-121925-R	EA		
------	----------------	----	--	--

WALL CALENDAR, PLAN -A- MONTH, 19" X 25" RECYCLED MATERIAL. BLIND INDUSTRIES
BISM B1-WALCALMD NO SUBSTITUTE.

PRODUCT #: AAGPM328AJ

0007	61519-230458-R	EA		
------	----------------	----	--	--

CALENDAR REFILL, 5"X8", RULED

PRODUCT #AAGE45850

0008	61519-230919-R	EA		
------	----------------	----	--	--

CALENDAR REFILL, RECYCLED MATERIAL, BOOK LOOSELEAF STYLE, PAGE SIZES
3" X 3-3/4" COMPACT, TWO PAGES FOR EACH WEEK DAY, EACH DAY TO STATE
IN BOLD PRINTING: DATE, MONTH, YEAR AND WEEKDAY. TO SHOW PRESENT,
PAST AND FUTURE MONTHS, SATURDAYS AND SUNDAYS TO BE ONE FULL PAGE.

PRODUCT #: AAGE91950AJ * NOTE: ACTUAL SIZE IS 3 X 3 3/4

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B9400321

PRINT DATE: 03/21/19

PAGE: 06

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
---------------	----------------------	------------	------------------	--

0009	61519-240717-R	EA		
------	----------------	----	--	--

CALENDAR REFILL, RECYCLED MATERIAL. BOOK LOOSELEAF STYLE, PAGE SIZES 3 1/2" X 6". TWOPAGES FOR EACH WEEK DAY, ONE RULED FOR HALF-HOURLY APPOINTMENTS REVERSE PAGE FOR MEMOS. EACH DAY TO STATE IN BOLD PRINTING: DATE, MONTH YEAR AND WEEKDAY. TO SHOW PRESENT, PAST AND FUTURE MONTHS, RULED FOR HALF-HOURLY APPOINTMENTS. SATURDAYS AND SUNDAYS TO BE ONE FULL PAGE. EQUIVALENT TO KEITH CLARK E717R-50.

PRODUCT #: AAGE717R50AJ

0010	61519-300017	EA		
------	--------------	----	--	--

BASES: PLASTIC EQUIPPED WITH PROTECTIVE FEET SUCCESS NO.17, EVERREADY NO.E17 OR EQUAL.

PRODUCT #: AAGR1700AJ

0011	61519-300019	EA		
------	--------------	----	--	--

BASES: PLASTIC EQUIPPED WITH PROTECTIVE FEET SUCCESS NO.19, EVERREADY NO.E19 OR EQUAL.

PRODUCT #: AAGE1900AJ

0012	61519-300058	EA		
------	--------------	----	--	--

BASES: PLASTIC EQUIPPED WITH PROTECTIVE FEET SUCCESS NO.85, EVERREADY NO.E58 OR EQUAL.

PRODUCT #: AAGE5800AJ

0013	61519-463000-R	EA		
------	----------------	----	--	--

APPOINTMENT BOOK, WEEKLY, RECYCLED MATERIAL, FLEXIBLE SIMULATED COVER, WIREBOUND. SHOWS YEAR STAMPED ON FRONT. ONE WEEK TO AN OPENING. LINED TO SEPARATE APPOINTMENTS.

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B9400321

PRINT DATE: 03/21/19

PAGE: 07

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
---------------	----------------------	------------	------------------	--

PRODUCT #: AAGG20000AJ

0014	61519-463604-R	EA	
------	----------------	----	--

WEEKLY APPOINTMENT BOOKS, CALENDAR, JANUARY THRU DECEMBER. RECYCLED MATERIAL. APPROXIMATE SIZE 6-1/8" X 3-3/4". BOOK LOOSELEAF STYLE PAGES, SPIRAL BOUND. WEEKDAY SCHEDULE FROM 8 A.M. TO 5 P.M. AT HOUR INTERVALS. WITH TABBED TELEPHONE INDEXES.

PRODUCT #: AAGG25000AJ

0015	61519-463804-R	EA	
------	----------------	----	--

WEEKLY APPOINTMENT BOOKS, CALENDAR, JANUARY THRU DECEMBER. RECYCLED MATERIAL. APPROXIMATE SIZE 8" X 4 7/8". BOOK LOOSELEAF STYLE PAGES, SPIRAL BOUND. WEEKDAY SCHEDULE FROM 8 AM TO 5 PM AT HOUR INTERVALS WITH TABBED TELEPHONE INDEXES.

PRODUCT #: AAGG21000AJ

0016	61519-473907-R	EA	
------	----------------	----	--

APPOINTMENT BOOKS, MONTHLY, SHOWS ONE FULL MONTH ACROSS TWO FACING PAGES. RECYCLED MATERIAL. APPROXIMATE SIZE 8 3/4" X 6 7/8". LARGE SQUARES FOR EACH DAY PLUS AN EXTRA COLUMN. COMPLETE WITH A FULL YEAR PLANNING CALENDAR. NON REFILLABLE.

PRODUCT #: AAGG40000AJ

0017	61519-473911-R	EA	
------	----------------	----	--

APPOINTMENT BOOKS, MONTHLY, SHOWS ONE FULL MONTH ACROSS TWO FACING PAGES. RECYCLED MATERIAL. APPROXIMATE SIZE 9" X 11". LARGE SQUARES FOR EACH DAY PLUS AN EXTRA COLUMN. COMPLETE WITH A FULL YEAR PLANNING CALENDAR. NON-REFILLABLE.

PRODUCT #: AAGSK200AJ

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B9400321

PRINT DATE: 03/21/19

PAGE: 08

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
---------------	----------------------	------------	------------------	--

0018	61519-932000-R	EA		
------	----------------	----	--	--

DIARIES, RECYCLED MATERIAL, SIMULATED LEATHER HARDBOUND, FULL PAGE FOR EACH DAY
W/RULED LINES, FRONT TELEPHONE SECTION

PRODUCT #: AAGSD38513AJ

0019	61519-932806-R	EA		
------	----------------	----	--	--

DIARIES, RECYCLED MATERIAL, RED TEXHIDE HARDBOUND. APPROXIMATE SIZE
8" X 5 1/2". FULL PAGES FOR EACH DAY. TELEPHONE SECTION IN FRONT,
CASH SUMMARY PAGES IN BACK.

PRODUCT #: AAGSD38713AJ

0020	61519-932906-R	EA		
------	----------------	----	--	--

DIARIES, RECYCLED MATERIAL, RED TEXHIDE HARDBOUND. APPROXIMATE SIZE
9" X 6". FULL PAGES FOR EACH DAY. TELEPHONE SECTION IN FRONT, CASH
SUMMARY PAGES IN BACK.

PRODUCT #: AAGSD38913AJ

END OF ITEM LIST

VENDOR TELEPHONE NUMBER FOR PLACING ORDERS: (410) 360-4900

VENDOR FAX NUMBER: (443) 445-3339

VENDOR CONTACT PERSON: RUSTY BALAZS RBALAZS@AJSTATIONERS.COM

ADDRESS: 6810 DEERPATH ROAD, SUITE 425
ELKRIDGE, MARYLAND 21075

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL
INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

BILLING:

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B9400321

PRINT DATE: 03/21/19

PAGE: 09

TERMS (cont'd):

INFORMATION WILL BE PROVIDED BY THE USING AGENCY REGARDING THE
BILLING PROCESS.

***** LAST PAGE *****

AUTHORIZED BY: _____ **DATE:** _____

BUYER AUTHORIZED DESIGNEE